



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Software Development Specialist 1 [Classified Non-Competitive]			Salary P21 \$56,893.23 - \$80,546.58
Posting Number 79-22	Position Number 957702	Number of Positions 1	Posting Period * From: 02/18/2022 To: 03/04/2022
Location: 25 South Stockton Street, Trenton, NJ			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

This position will schedule requirement gathering sessions consistently to maintain project momentum. Create meeting agendas to formalize topics for discussion and share meeting minutes for review. Sit with IT staff to ensure technical understanding of the business requirements.

Duties as follows:

Clearly communicate with technical and program staff to ensure the solution conforms to the business requirements. Accurately document program needs based on information acquired through requirements gathering sessions and prepare documentation to assist IT staff.

Create and maintain appropriate documents and artifacts, including project charters, requirements documents, process flows, use cases, test cases and the project closeout document. Utilize MS Word, MS Visio, and other tools for developing documentation.

Ensure the quality and stability of the final system or work product delivered meets the customer's business requirements.

Create and execute end-to-end test plans. Manage all test plan activities to ensure objectives are met and the solution works as expected.

Furthermore this position will test solution in terms of functionality, performance, reliability, stability, and compatibility with other systems and monitor the development team's support ticketing system to manage ticket assignment, response, and progress through resolution.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: One (1) year of programming, systems programming or computer analysis experience.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in an information technology field will substitute for the required experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position..

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTMA@doh.nj.gov
- Mail the required documents to:
**Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **RESUME NOTE:** *Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*